

**DEPARTMENT OF THE TREASURY  
DIVISION OF UNCLAIMED PROPERTY**

**REQUEST FOR EXTENSION OF TIME TO FILE  
UNCLAIMED PROPERTY REPORT**

HOLDER # \_\_\_\_\_  
HOLDER \_\_\_\_\_  
NAME & \_\_\_\_\_  
MAILING \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

INSTRUCTIONS: Please furnish <u>ALL</u> requested information and return signed, dated original* form to the Division (see reverse side of form) prior to the due date.
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Please provide a brief explanation of the reason for this request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTED EXTENSION DATE: \_\_\_\_\_

ESTIMATED DOLLAR AMOUNT OF REPORT TO BE FILED: \_\_\_\_\_

ESTIMATED NUMBER OF OWNERS ON REPORT: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*\*\*\*\*  
FOR DIVISION USE ONLY  
\*\*\*\*\*

\_\_\_\_\_ Your request for an extension has been granted. Your report and remittance are due on:

\_\_\_\_\_ Your request for an extension has been denied. Please report and remit prior to the due date as required by statute.

Approved by	
Date	

Mail to: Department of the Treasury, Division of Unclaimed Property, attn R/R Supervisor,  
P. O. Box 2478, Richmond, VA 23218-2478  
Fax to: (804) 786-4653

## **Extension Request Instructions:**

- ◆ Complete Extension Request; including holder number or FEIN (Federal Tax ID) if holder number unknown. Requests are granted in 30 or 60 day increments.
- ◆ Fax or mail form to number/address printed.
- ◆ Please furnish a fax number; approved requests will be acknowledged by fax.
- ◆ Please note that interest at a rate of 7% will continue to accrue from November 1 of the report year until the date your remittance is postmarked. (Rate subject to change based on rate applicable to delinquent taxes as established by §58.1-1812).
- ◆ To avoid paying this interest charge, you may make an estimated payment postmarked no later than November 1.
- ◆ If no estimated payment is sent, please contact our office once your report is ready so we can provide you with the interest calculation. This amount must then be added to your unclaimed property liability amount to obtain the total remittance amount due.

## **Follow-up Instructions:**

- ◆ Please note the interest payment amount where indicated on the AP-1 form.
- ◆ If overpayment is made as a result of estimated payment being sent, please complete a holder claim form to claim the over remittance.